



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 1/29/02
Instruction Memorandum No. CA-2002-027
Expiration Date: 09/30/03

To: All California Employees

From: State Director

Subject: PayCheck Automated Time and Attendance System

Full automation of BLM's time and attendance reporting process has been mandated by the Government Performance and Results Act (GPRA), the Paperwork reduction Act of 1980, and the Government Paperwork Elimination Act (GPEA). As a result, the BLM will implement PayCheck, a fully automated time and attendance system.

Dual systems, RETARS and PayCheck, will be in effect for pay period 5, February 11-23, 2002 to allow for adjustments to the new system. PayCheck is scheduled for full deployment in California February 24, 2002.

Employees will utilize Lotus Notes to access their electronic timesheets and electronically input and record their time and attendance data. Lotus Notes system administrator will send the PayCheck link via e-mail to all employees. An electronic copy of the PayCheck Users Guide will be launched automatically the first time the application is launched.

Training will be made available to all California timekeepers during the week of February 4, 2002. Timekeepers are encouraged to set up local training sessions. A video on PayCheck will also be made available to each Field Office.

PayCheck is a user friendly system and for some employees training maybe minimal. However, employees are encouraged to use either of the training methods described below:

- < PayCheck User Guide
- < Video
- < Attend training session held by local timekeepers

Employees should become knowledgeable and comfortable with the use of PayCheck prior to full deployment on February 24, 2002.

Questions regarding training for Paycheck can be directed to Carmen Lewis, Statewide T & A Coordinator, Division of Support Services, (916) 978-4502.

Signed by:
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